

حمل الآن

مجاناً وحصرياً

امتحانات رقم (1)

الترم الاول





5 Sample Tests

Test 1

1 Choose the correct answer from a, b, c or d.

- Cloud computing is a model for providing online.
a. digital services b. development of software
c. audio communication between people d. removing folders
- is one of the email service providers.
a. Gmail b. Paint c. Youtube d. Google Docs
- is a tool for collaborating and communicating with others face-to-face.
a. Word b. Zoom c. Excel d. Access
- Programs can be installed through the
a. CD or DVD b. Internet c. both (a) and (b) d. Maps
- Smartphones and tablets depend on operating systems like Apples's
a. Android b. iOS c. macOS d. Linux
- A/An is one of the requirement for using cloud computing.
a. printer b. program c. internet browser d. electric car
- is an application that allows sending and receiving money through a bank account or electronic wallet.
a. WhatsApp b. Facebook c. Telegram d. INSTAPAY

2 Put (✓) or (×) for the following sentences.

- The (#) symbol separates the user name from the email server name. ()
- Cloud computing can be used in e-commerce. ()
- Tablets are only used to connect to the internet. ()
- The operating system ensures the safety of computer data. ()
- We only use routers to manage the network. ()
- You can start an instant meeting using Google Meet by clicking the "Create" button. ()
- The operating system provides a difficult interface for the user. ()
- Your digital project helps save time and effort. ()

Test 2

1 Choose the correct answer from a, b, c or d.

- Sound is turned on during the meeting in "Google Meet" by clicking on ".....".
a. Mute sound b. Sound c. Microphone icon d. Share sound
- You can access the meeting from "Google Meet" by clicking on ".....".
a. Send b. Share c. Chat d. Link
- is a national project that involves integrating digital technology into aspects of work to develop products and services.
a. Digital Transformation b. Electric cars
c. Green technology d. Email
- is an essential element in creating databases.
a. Row b. Column
c. Data Table d. Digital transformation
- are tools used to obtain data from a database based on specific criteria and conditions.
a. Forms b. Digital transformation
c. Emails d. Queries
- To stop a sharing your screen in Google Meet, click
a. "New" b. "Create" c. "Sign in" d. "Stop sharing"
- To add a criteria or conditions to queries in Access, click
a. "Delete" b. "Add" c. "Edit" d. "Enter criteria"
- The feature means the operating system installs the correct and suitable program for the device.
a. Plug and Play b. Control Panel c. CD d. Alt+cut

2 Put (✓) or (✗) for the following sentences.

- Google Meet is one of the services provided by Microsoft. ()
- Servers use operating systems like Linux. ()
- ATMs use embedded operating systems. ()
- We use servers to manage network resources and provide different services. ()
- You can use a smartphone without an operating system. ()
- Programs cannot be installed using a DVD. ()
- Recycling materials helps reduce the amount of waste. ()



Test 3

1 Choose the correct answer from a, b, c or d.

- The "Wizard Program" is used to
a. find the driver for the new peripheral device
b. delete programs
c. change device settings
d. store programs
- Desktop and laptop computers use operating systems like
a. macOS
b. Microsoft windows
c. iOS
d. both a & b
- are devices that can be set up and installed on a computer.
a. Printers
b. Electric cars
c. ATMs
d. USB devices
- contain icons for adjusting some system settings such as date and time.
a. Icons
b. Background
c. Bars
d. Desktop
- is a board term that includes several devices used in industrial facilities.
a. Industrial control systems
b. Digital systems
c. Embedded systems
d. Alarm systems
- When installing new devices, the setup program driver files in a dedicated folder.
a. deletes
b. cuts
c. copies
d. writes
- Programs can be obtained either through or through online downloads.
a. a compressed file
b. one of the storage units
c. images
d. a printer

2 Put (✓) or (✗) for the following sentences.

- Email is a system for sending and receiving email messages online. ()
- The user name can be the same across email accounts. ()
- You can create a meeting for a later in Google Meet by clicking "Start". ()
- Data from the "Student Grades" table is displayed in "Design View". ()
- Your digital project can be implemented through emails. ()
- The "Design View" is used to enter and display data in the table. ()
- Cloud computing is a model for providing digital services without internet. ()
- An email address consists of five main components. ()

Test 4

1 Choose the correct answer from a, b, c or d.

- An email address consists of main components.
a. three b. four c. five d. seven
- The is a column in a database table that is used to uniquely identify each record and whose value is never repeated within the same table.
a. Email b. primary key
c. digital transformation d. Google account
- To log out your Gmail account, click on your profile picture icon and then choose ".....".
a. Sign out b. Log in c. Delete d. Create
- is an image or color that the user selects.
a. Background b. Title c. Bar d. Icon
- Using help you access data quickly.
a. spreadsheets b. commercial applications
c. databases d. websites
- The method of displaying information in queries in databases is based on criteria or conditions.
a. unorganized b. random c. specific d. number-based
- helps in communication in daily life using applications of cloud computing.
a. Email b. Software c. Application d. Cloud storage

2 Put (✓) or (✗) for the following sentences.

- You can select the language for a Google Meet session through "Change Language". ()
- When installing a program, we use "This PC" icon to access the download file. ()
- A user name is unique, distinctive, and not reserved by anyone else. ()
- To remove a program, click on Uninstall. ()
- Smartphones rely on operating systems like Android and iOS. ()
- The first step in printer setup is to give the printer a name. ()
- To use Google services such as email, you must have a Google account. ()
- The operating system is one of the important elements in a computer system. ()



Test 5

1 Choose the correct answer from a, b, c or d.

1. To take advantage of all the features of a peripheral device, the operating system the correct Driver.
a. deletes b. installs c. cuts d. sends
2. Google Meet was developed by
a. Microsoft b. Apple c. Google d. Facebook
3. Google Docs is a program to create and edit documents.
a. Word processing b. collaboration tools
c. Excel d. video games
4. is the correct choice for most older printers.
a. DVD b. GPS c. LPT1 d. USB
5. ATMs use operating systems.
a. dual b. embedded c. digital d. multiple
6. To log out your Gmail account, click on "....." icon.
a. Sign in b. Close c. Shut down d. Sign out
7. is one of cloud-based spreadsheets.
a. Paint b. Google Sheets c. Word d. Google Docs
8. Google Meet is a method of communication.
a. direct b. indirect c. difficult d. slow

2 Put (✓) or (✗) for the following sentences.

1. You can remove a program without needing an operating system. ()
2. You can't use a computer without installing any programs. ()
3. Programs can be installed from a DVD or downloaded the program from the Internet. ()
4. Databases don't allow to store data about websites. ()
5. The design view for a query is divided into two sections, the lower part is for the data source table. ()
6. Digital transformation helps increase efficiency and productivity. ()
7. Operating systems are essential for running and managing devices. ()



Ten Sample Tests

Test 1

1 Choose the correct answer from a, b, c or d.

- Green technology is used in the field of waste through
a. increasing the amount of waste b. water treatment
c. recycling waste d. digital transformation
- contain icons for adjusting some system settings such as date and time.
a. Icons b. Background c. Bars d. Desktop
- is a board term that includes several devices used in industrial facilities.
a. Industrial control systems b. Digital systems
c. Embedded systems d. Alarm systems
- When installing new devices, the setup program driver files in a dedicated folder.
a. deletes b. cuts c. copies d. writes
- Programs can be obtained either through or through online downloads.
a. a compressed file b. one of the storage units
c. images d. a printer

2 Complete the following sentences.

- The concept of green technology aims at protecting
- and are from the functions of the operating system.
- A/An is a system for sending and receiving email messages online.
- You can access cloud computing services from anywhere where service is available.
- Google Meet is a service developed by

3 Put (✓) or (✗) for the following sentences.

- Programs cannot be installed using a DVD. ()
- Recycling materials helps reduce the amount of waste. ()
- You can start an instant meeting using Google Meet by clicking the "Create" button. ()
- The operating system provides a difficult interface for the user. ()
- Your digital project helps save time and effort. ()

**Test 2****1 Choose the correct answer from a, b, c or d.**

1. The purpose of the user interface in an operating system is to
a. provide an easy way to communicate between the user and the computer
b. store data on the computer
c. play games on the computer
d. manage all programs on the computer
2. is an image or color that the user selects.
a. Background b. Title c. Bar d. Icon
3. Using help you access data quickly.
a. spreadsheets b. commercial applications
c. databases d. websites
4. The method of displaying information in queries in databases is based on criteria or conditions.
a. unorganized b. random c. specific d. number-based
5. helps in communication in daily life using applications of cloud computing.
a. Email b. Software c. Application d. Cloud storage

2 Complete the following sentences.

1. is one of the advantages of cloud computing.
2. is known as sustainable or clean technology.
3. and are game consoles controllers.
4. Point of sale terminals deduct the price of products from instead of using cash.
5. is the initial screen of the operating system.

3 Put (✓) or (x) for the following sentences.

1. Email is a system for sending and receiving email messages online. ()
2. The user name can be the same across email accounts. ()
3. You can create a meeting for a later in Google Meet by clicking "Start". ()
4. Data from the "Student Grades" table is displayed in "Design View". ()
5. Your digital project can be implemented through emails. ()

Test 3**1 Choose the correct answer from a, b, c or d.**

- Sound is turned on during the meeting in "Google Meet" by clicking on ".....".
 a. Mute sound b. Sound c. Microphone icon d. Share sound
- You can access the meeting from "Google Meet" by clicking on ".....".
 a. Send b. Share c. Chat d. Link
- is a national project that involves integrating digital technology into aspects of work to develop products and services.
 a. Digital Transformation b. Electric cars
 c. Green technology d. Email
- is an essential element in creating databases.
 a. Row b. Column
 c. Data Table d. Digital transformation
- are tools used to obtain data from a database based on specific criteria and conditions.
 a. Forms b. Digital transformation
 c. Emails d. Queries

2 Complete the following sentences.

- Cloud computing can be used in education through
- Google Meet is used to make calls.
- Modern operating systems include a list of for several Peripheral devices.
- Network devices like and to manage the network.
- The background is a or that the user can select.

3 Put (✓) or (✗) for the following sentences.

- Digital transformation helps increase efficiency and productivity. ()
- Operating systems are essential for running and managing devices. ()
- The "Design View" is used to enter and display data in the table. ()
- Cloud computing is a model for providing digital services without internet. ()
- An email address consists of five main components. ()



4

1 Choose the correct answer from a, b, c or d.

- Cloud computing is a model for providing online.
a. digital services b. development of software
c. audio communication between people d. removing folders
- is one of the email service providers.
a. Gmail b. Paint c. Youtube d. Google Docs
- is a tool for collaborating and communicating with others face-to-face.
a. Word b. Zoom c. Excel d. Access
- To stop sharing your screen in Google Meet, click
a. "New" b. "Create" c. "Sign in" d. "Stop sharing"
- To add criteria or conditions to queries in Access, click
a. "Delete" b. "Add" c. "Edit" d. "Enter criteria"

2 Complete the following sentences.

1. Cloud computing can be used in , such as accessing educational materials.
2. helps to reduce the emission of harmful substances from exhausts and reduce fuel consumption.
3. Sustainable technology is another name for
4. Data from the "Student Grades" table is displayed in
5. You can create a new form through

3 Put (✓) or (x) for the following sentences.

1. Google Meet is one of the services provided by Microsoft. ()
2. Servers use operating systems like Linux. ()
3. ATMs use embedded operating systems. ()
4. We use servers to manage network resources and provide different services. ()
5. You can use a smartphone without an operating system. ()

Test 5

1 Choose the correct answer from a, b, c or d.

1. Programs can be installed through the
a. CD or DVD
b. Internet
c. both (a) and (b)
d. Maps
2. Smartphones and tablets depend on operating systems like Apples's
a. Android
b. iOS
c. macOS
d. Linux
3. A/An is one of the requirement for using cloud computing.
a. printer
b. program
c. internet browser
d. electric car
4. is an application that allows sending and receiving money through a bank account or electronic wallet.
a. WhatsApp
b. Facebook
c. Telegram
d. INSTAPAY
5. The feature means the operating system installs the correct and suitable program for the device.
a. Plug and Play
b. Control Panel
c. CD
d. Alt+cut

2 Complete the following sentences.

1. is an example of green technology.
2. is a device that detect the presence of a hand under the tap and control the flow of water.
3. Messages are sent and received quickly through
4. are types of queries that can be created in databases.
5. You can uninstall or install a program through the

3 Put (✓) or (x) for the following sentences.

1. The (#) symbol separates the user name from the email server name. ()
2. Cloud computing can be used in e-commerce. ()
3. Tablets are only used to connect to the internet. ()
4. The operating system ensures the safety of computer data. ()
5. We only use routers to manage the network. ()



Test 6

1 Choose the correct answer from a, b, c or d.

1. An email address consists of main components.
a. three b. four c. five d. seven
2. The is a column in a database table that is used to uniquely identify each record and whose value is never repeated within the same table.
a. Email b. primary key
c. digital transformation d. Google account
3. To log out your Gmail account, click on your profile picture icon and then choose ".....".
a. Sign out b. Log in c. Delete d. Create
4. Many programs come with a command
a. copy b. compress c. uninstall d. paste
5. Server devices use operating systems such as
a. Android b. Linux c. Tizen d. macOS

2 Complete the following sentences.

1. Data can be stored in cloud computing through
2. is government electronic portal that provides many electronics services, such as paying electricity and water bills.
3. is a set of symbols that make up the desktop.
4. is an image or color that the user selects.
5. is a symbol that separates the user name from the email server name.

3 Put (✓) or (x) for the following sentences.

1. To install a local printer, connect it to a USB port. ()
2. If you don't have a printer driver, click on Windows Update. ()
3. The first step in printer setup is to give the printer a name. ()
4. To use Google services such as email, you must have a Google account. ()
5. The operating system is one of the important elements in a computer system. ()

Test 7

1 Choose the correct answer from a, b, c or d.

1. is the operating systems that smart TVs rely on.
 a. Android TV b. POS c. WhatsApp d. ATM
2. We can remove programs through
 a. control panel b. browsing websites
 c. opening folders d. downloading programs
3. is one of the ways for installing programs on a computer.
 a. Mobile phone b. Downloading from the Internet
 c. Smart device d. Car system
4. To create a "Google Meet" session and organize the meeting, you should when speaking.
 a. raise your hand b. speak at anytime
 c. send a link d. exit the meeting
5. provide easy, secure, and fast methods to facilitate electronic financial transactions for individuals.
 a. Electronic payment cards b. Digital Egypt Platform
 c. INSTAPAY d. Emails

2 Complete the following sentences.

1. Databases are a collection of data and information.
2. The Excel program is used to create
3. The Access program is used to create
4. helps to improve efficiency and productivity in the workplace.
5. A query in a database is a tool used to

3 Put (✓) or (✗) for the following sentences.

1. You can select the language for a Google Meet session through "Change Language". ()
2. When installing a program, we use "This PC" icon to access the download file. ()
3. A user name is unique, distinctive, and not reserved by anyone else. ()
4. To remove a program, click on Uninstall. ()
5. Smartphones rely on operating systems like Android and iOS. ()



8

1 Choose the correct answer from a, b, c or d.

1. Google Meet is a/an
a. chat application
b. email application
c. group video call application
d. file management application
2. Google Meet was developed by
a. Microsoft
b. Apple
c. Google
d. Facebook
3. Google Docs is a program to create and edit documents.
a. Word processing
b. collaboration tools
c. Excel
d. video games
4. is the correct choice for most older printers.
a. DVD
b. GPS
c. LPT1
d. USB
5. To take advantage of all the features of a peripheral device, the operating system the correct Driver.
a. deletes
b. installs
c. cuts
d. sends

2 Complete the following sentences.

1. Cloud computing can be used in , such as e-commerce.
2. The email allows to with others.
3. Sensors are used in various task such as and
4. A is a graphical interface designed to interact with data stored in a database.
5. and are video calls and online conference applications.

3 Put (✓) or (x) for the following sentences.

1. Databases are a collection of disorganized data and information. ()
2. The information can be retrieved from databases randomly. ()
3. The operating system runs all other software on the computer. ()
4. Android follows the operating system from Apple. ()
5. Point of sale terminals (POS) are electronic devices that do not need an operating system. ()

Test 9
1 Choose the correct answer from a, b, c or d.

1. The "Wizard Program" is used to
 - a. find the driver for the new peripheral device
 - b. delete programs
 - c. change device settings
 - d. store programs
2. Desktop and laptop computers use operating systems like
 - a. macOS
 - b. Microsoft windows
 - c. iOS
 - d. both a & b
3. are devices that can be set up and installed on a computer.
 - a. Printers
 - b. Electric cars
 - c. ATMs
 - d. USB devices
4. Green technology helps to
 - a. reduce the effects of climate change
 - b. increase carbon emissions
 - c. increase pollution
 - d. consume resources
5. When creating a new query in access, choose ".....".
 - a. Insert
 - b. Create
 - c. Delete
 - d. Open

2 Complete the following sentences.

1. You can modify a record data from or
2. is one of the disadvantages of using the email.
3. You can send a Google Meet meeting link through
4. You can use cloud computing for messaging services, such as
5. To uninstall a program, use the

3 Put (✓) or (✗) for the following sentences.

1. Green technology helps to reduce carbon emissions. ()
2. Electric cars contribute to increase pollution. ()
3. Recycling materials helps to protect the environment. ()
4. Databases don't allow to store products data. ()
5. The value of the primary key can be repeated within the same table. ()



Test 10

1 Choose the correct answer from a, b, c or d.

- Smartphones and tablets rely on operating system such as
a. Windows b. macOS c. Linux d. iOS
- ATMs use operating systems.
a. dual b. embedded c. digital d. multiple
- To log out your Gmail account, click on "....." icon.
a. Sign in b. Close c. Shut down d. Sign out
- is one of cloud-based spreadsheets.
a. Paint b. Google Sheets c. Word d. Google Docs
- Google Meet is a method of communication.
a. direct b. indirect c. difficult d. slow

2 Complete the following sentences.

- You can download Google Meet on Android devices through
- is one of the important ways to protect the environment.
- A Google account consists of and
- is a national project that links all government agencies to each other.
- You can use to create simple calculations.

3 Put (✓) or (x) for the following sentences.

- You can remove a program without needing an operating system. ()
- You can't use a computer without installing any programs. ()
- Programs can be installed from a DVD or downloaded the program from the Internet. ()
- Databases don't allow to store data about websites. ()
- The design view for a query is divided into two sections, the lower part is for the data source table. ()

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



خطوة 1



خطوة 2
اختيار اسم
الطابعة
بتاعتك

خطوة 3
كتابة الصفحات
المراد طباعتها
نكتب رقم 4 ثم
نكتب الشرطة
دي - ثم نكتب 9

خطوة 4
اختيار نوع الورق



خطوة 5
اختيار A4



خطوة 6

حمل الآن

مجاناً وحصرياً

امتحانات رقم (2)

الترم الاول



Model Exam

1

1 Choose the correct answer:

- 1 Digital transformation primarily aims to
 - a. increase costs
 - b. reduce efficiency
 - c. enhance workflow
 - d. limit innovation
- 2 The "Digital Egypt" platform is
 - a. a social media app
 - b. an e-government service
 - c. a video game
 - d. a fitness tracker
- 3 Green technology is also known as
 - a. clean
 - b. harmful
 - c. sustainable
 - d. both a and c
- 4 To access digital services, one needs a
 - a. postal address
 - b. telephone number
 - c. bank account
 - d. email address
- 5 Precision farming integrates with green technology.
 - a. manual labor
 - b. digital transformation
 - c. fossil fuels
 - d. paper documents

2 Put (✓) or (✗):

- 1 The "Digital Egypt" platform offers electronic services to citizens. ()
- 2 Electronic payment methods are typically inconvenient and slow. ()
- 3 An email address is not required to access digital services or products. ()
- 4 Collaboration tools in digital transformation include Zoom and Google Meet. ()
- 5 Smart energy grids are unrelated to the integration of green technology with digital transformation. ()

3 Complete the following sentences using the words between the brackets:

{email address, Workflow management, Renewable energy, operating System, Sustainability}

- 1 To access digital services, one must have an
- 2 tools help in streamlining repetitive tasks.
- 3 sources include solar and wind power.
- 4 refers to maintaining ecological balance by reducing resource use.
- 5 The manages all software and hardware on a computer.

Model Exam

2

1 Choose the correct answer:

- 1 Email is considered
 - a a digital communication system
 - b a manual communication system
 - c a direct communication system
 - d a virus system
- 2 Which of the following is required to install a non-Plug and Play printer?
 - a MS Word
 - b Control Panel
 - c Taskbar
 - d Recycle Bin
- 3 When you download software from the internet, the software is usually in the form of a/an
 - a digital fingerprint
 - b file
 - c image
 - d worksheet

- 4 Cloud computing allows users to
- a. store files locally
 - b. access digital services over the internet
 - c. play offline games
 - d. print documents
- 5 The @ symbol in an email address separates the
- a. username and domain name
 - b. subject and message
 - c. inbox and outbox
 - d. file and folder

2 Put (✓) or (X):

- 1 Cloud computing requires high-specification hardware to be accessed. ()
- 2 Removing unused programs increases the storage space on the disk. ()
- 3 The installation process of a program depends on the form in which the program comes. ()
- 4 Emails sent through Gmail are completely secure and cannot be hacked. ()
- 5 The LPT1 port is typically used for modern printers that connect via USB. ()

3 Complete the following sentences using the words between the brackets:

[Control Panel – drivers – storage space – Uninstalling – SETUP.EXE]

- 1 Modern operating systems include a list of for many accessory devices.
- 2 Removing unused programs increases the on the disk.
- 3 a program deletes all files of the program from your computer.
- 4 Sometimes, to uninstall a program, use the
- 5 You can install a program by clicking on

Model Exam

3

1 Choose the correct answer:

- 1 Green technology is also known as
 - a. clean
 - b. sustainable
 - c. harmful
 - d. both a and b
- 2 Which of these is NOT a renewable energy source?
 - a. Wind power
 - b. Hydropower
 - c. Solar power
 - d. Coal
- 3 To install a new peripheral device, you need to provide
 - a. drivers
 - b. folder
 - c. images
 - d. information and data
- 4 The "Digital Egypt" platform is
 - a. an e-government service
 - b. a social media app
 - c. a video game
 - d. a fitness tracker
- 5 The @ symbol in an email address separates the
 - a. username and domain name
 - b. subject and message
 - c. inbox and outbox
 - d. file and folder

2 Put (✓) or (X):

- 1 The installation process depends on the form in which the program comes. ()
- 2 Digital transformation does not reduce costs in businesses. ()
- 3 The LPT1 port is typically used for modern printers that connect via USB. ()
- 4 Cloud computing reduces the need for high-spec devices. ()
- 5 One advantage of using databases is the easy retrieval of data. ()

- 4 Cloud computing reduces costs by
- requiring software licenses
 - eliminating the need for high-spec devices
 - requiring expensive hardware
 - increasing hardware costs
- 5 The first step to uninstall a program via Control Panel is to.....
- click "delete"
 - click "Uninstall a program"
 - insert a CD
 - download an app

2 Put (✓) or (X):

- Email is one of the direct communication tools. ()
- Removing unused programs slows down the computer ()
- Modern operating systems do not include a list of drivers for many accessory devices. ()
- Cloud storage services allow users to store files and folders online. ()
- An alternative email address is used for account recovery. ()

3 Complete the following sentences using the words between the brackets:

(Google Docs – Control Panel – Cloud computing – LPT1 – Uninstalling)

- provides digital services over the Internet.
- To uninstall a program, you can use the
- The port is typically used for older printers connected via parallel port.
- is a cloud-based word processing program.
- a program deletes all files of the program from your computer.

Model Exam

5

1 Choose the correct answer:

- 1 Which of the following is a function of the "Digital Egypt" platform?
 - a. Playing online games
 - b. Enhancing government procedure efficiency
 - c. Increasing paper usage
 - d. Promoting fossil fuels
- 2 Green technology primarily aims to
 - a. increase energy consumption
 - b. pollute the environment
 - c. reduce environment~l impact
 - d. disregard resource efficiency
- 3 Digital transformation helps organizations by
 - a. reducing quality
 - b. increasing waste
 - c. enhancing decision-making
 - d. limiting market access
- 4 What does precision farming combine with green technology?
 - a. Manual labor
 - b. Digital transformation
 - c. Fossil fuels
 - d. Paper documents
- 5 The "INSTAPAY" application is licensed by
 - a. The Ministry of Finance
 - b. Private Companies
 - c. Central Bank of Egypt
 - d. Egyptian Government

2 Put (✓) or (X):

- 1 Digital transformation tools include workflow management and cybersecurity solutions. ()
- 2 The use of electronic payment cards is slow and insecure. ()
- 3 Renewable energy sources are part of green technology. ()
- 4 The main goal of digital transformation is to increase costs. ()
- 5 The "Digital Egypt" platform is designed to improve government efficiency. ()

3 Complete the following sentences using the words between the brackets:

{Digital Egypt, Green technology, Efficiency, Electronic payment, Cybersecurity}

- 1 enhances government service efficiency.
- 2 focuses on reducing environmental impact.
- 3 is improved through digital transformation.
- 4 methods provide fast and secure transactions.
- 5 protects digital information and systems.

Model Exam

6

1 Choose the correct answer:

- 1 Solar panels are used to convert
 a. sunlight b. wind c. water d. heat
- 2 Which of these is NOT a tool for digital transformation?
 a. Workflow management tools b. Typewriters
 c. Electronic payment methods d. Virtual reality systems
- 3 The first step in installing a program from a CD is to.....
 a. click on "Uninstall" b. insert the CD
 c. download it online d. open Control Panel
- 4 The design and construction of buildings using eco-friendly energy is called.....
 a. smart home b. sensor technology
 c. green Building d. green technology

- 5 The main purpose of a primary key in a database table is to.....
- a. sort data alphabetically
 - b. uniquely identify each record
 - c. store images
 - d. generate reports

2 Put (✓) or (X):

- 1 Removing unused programs increases storage space on the disk. ()
- 2 Hydropower generates electricity by using water movement through dams. ()
- 3 Email is one of the direct communication tools. ()
- 4 Operating systems automatically detect and install drivers for new devices. ()
- 5 Big Data refers to small, simple data sets that do not grow over time. ()

3 Complete the following sentences using the words between the brackets:

(Geothermal energy – Google Meet – Spreadsheet – Uninstalling – E-learning platforms)

- 1uses the Earth's internal heat to produce electricity.
- 2 is a video conferencing service developed by Google.
- 3 consists of rows and columns.
- 4 a program removes all files of the program from your computer.
- 5 rely on cloud computing for accessing educational materials.

Model Exam

7

1 Choose the correct answer:

- 1 Which of the following is a benefit of digital transformation?
 - a. Increasing waste
 - b. Enhancing innovation
 - c. Reducing quality
 - d. Limiting market access
- 2 What is the purpose of the "Digital Egypt" platform?
 - a. To promote social media usage
 - b. To enhance government procedure efficiency
 - c. To increase paper usage
 - d. To limit online services
- 3 Which technology is commonly associated with green technology?
 - a. Fossil fuels
 - b. Coal power
 - c. Renewable energy
 - d. Nuclear energy
- 4 The "Google Meet" application is an example of
 - a. document printing
 - b. face-to-face communication
 - c. energy consumption
 - d. raw material procurement
- 5 How does digital transformation support sustainability?
 - a. By increasing emissions
 - b. By enhancing resource efficiency
 - c. By depleting resources
 - d. By discarding innovation

2 Put (✓) or (X):

- 1 The main goal of green technology is to increase environmental pollution. ()
- 2 Cloud computing provides digital services over the Internet. ()
- 3 The "Digital Egypt" platform is unrelated to government services. ()

- 4 Renewable energy sources are part of digital transformation tools. ()
- 5 Electronic payment cards are known for being slow and insecure. ()

3 Complete the following sentences using the words between the brackets:

{Innovation, Google Meet, Renewable energy, Government efficiency, Digital transformation}

- 1 is a key benefit of digital transformation.
- 2 is used for online face-to-face communication.
- 3 is a focus of green technology.
- 4 is enhanced by the "Digital Egypt" platform.
- 5 tools include workflow management and cybersecurity solutions.

Model Exam
8

1 Choose the correct answer:

- 1 Which of the following is a basic element in building databases?
- a. Word processing b. Spreadsheet
- c. Presentation d. Image editing
- 2 In Access, the field used to uniquely identify each record in a table is called the
- a. Foreign Key b. Primary Key
- c. Data Field d. AutoNumber
- 3 The term "Big Data" primarily deals with
- a. small, simple data sets b. unorganized paper records
- c. large, complex data sets d. manual processing

- 4 A database form is used for
- a. browsing the internet
 - b. interacting with and entering data
 - c. playing games
 - d. printing documents
- 5 Which of the following applications is commonly used to create a database?
- a. Microsoft Word
 - b. Microsoft PowerPoint
 - c. Microsoft Access
 - d. Microsoft Outlook

2 Put (✓) or (X):

- 1 In a spreadsheet, each row represents a single record of data. ()
- 2 The Datasheet View in Access allows you to view and edit table data. ()
- 3 Big Data refers to small and simple data sets. ()
- 4 The "Primary Key" in Access is used to uniquely identify each record in a table. ()
- 5 A form in Access cannot be used to modify data. ()

3 Complete the following sentences using the words between the brackets:

{Primary Key, spreadsheet, Big Data, Table Design, Access}

- 1 The is used to uniquely identify each record in a table.
- 2 A consists of rows and columns and is used to organize data.
- 3 refers to very large and complex data sets.
- 4 is a view in Access where you define the fields and data types.
- 5 is a program used to create and manage databases.

Model Exam

9

1 Choose the correct answer:

- 1 In Microsoft Access, what view allows you to define fields and data types for a table?
 - a. Datasheet View
 - b. Table Design View
 - c. Form View
 - d. Print Preview
- 2 Big Data is primarily concerned with
 - a. Simple, small data sets
 - b. Large, complex data sets
 - c. Manual data processing
 - d. Paper-based records
- 3 Smart buildings are an example of
 - a. digital transformation only
 - b. green technology only
 - c. integrated digital transformation and green technology
 - d. traditional construction methods
- 4 Which of the following is a function of the Primary Key in a database?
 - a. To allow duplicate records
 - b. To uniquely identify each record
 - c. To organize records alphabetically
 - d. To delete records automatically
- 5 Big data refers to very large sets of data
 - a. structured
 - b. unstructured
 - c. semi-structured
 - d. all of them

2 Put (✓) or (X):

- 1 Smart buildings integrate both digital transformation and green technology. ()
- 2 Big Data is manageable with basic computing tools. ()
- 3 Table Design View in Access is used to enter data directly. ()

- 4 Microsoft Access can create complex relational databases. (
- 5 The Primary Key in a table is essential for ensuring unique records. (

3 Complete the following sentences using the words between the brackets:

{Table Design, Smart buildings, Primary Key,
Increasing algorithms, Big Data}

- 1 View in Access is used to define fields and data types for a table.
- 2 are an integration of digital transformation and green technology.
- 3 The ensures that each record in a table is unique.
- 4 The amount of data is rapidly due to the rapid development of digital technology such as AI.
- 5 involves handling large and complex data sets.

Model Exam

10

1 Choose the correct answer:

- 1 To create a new database in Microsoft Access, you should first
 a. open Microsoft Word b. start a new spreadsheet
 c. choose a blank desktop database
 d. write a report
- 2 Which of the following tools is used to extract data based on specific criteria in a database?
 a. Queries b. Forms c. Tables d. Reports

- 3 Google Meet allows participants to.....
 - a. create documents
 - b. send emails
 - c. share screens
 - d. browse the web
- 4 The primary key in a database table.....
 - a. uniquely identifies each record
 - b. sorts data alphabetically
 - c. stores text fields
 - d. formats the table
- 5 The Datasheet View in Microsoft Access is used to.....
 - a. design the table structure
 - b. create charts
 - c. enter and view data
 - d. print documents

2 Put (✓) or (X):

- 1 The Google Meet application can be downloaded from the Microsoft Store for Android devices. ()
- 2 Microsoft Access is a tool used for creating and managing databases. ()
- 3 In a database, the primary key can have duplicate values within the same table. ()
- 4 During a Google Meet session, the "Raise Hand" feature helps in organizing the discussion. ()
- 5 The "Query Design" view in Access allows you to enter multiple criteria for filtering data. ()

3 Complete the following sentences using the words between the brackets:

(Primary key – Query Design – Cloud storage – Google Play Store – Datasheet View)

- 1 is used to download the Google Meet application on Android devices.
- 2 The uniquely identifies each record in a database table.
- 3 in Access provides greater control over query details.

- 4 services allow users to store files and folders online.
- 5 in Access is used for entering and viewing table data.

Model Exam

11

1 Choose the correct answer:

- 1 The concept of sensors in water faucets relies on.....
 - a. automatically halting the water flow
 - b. manually stopping the water flow
 - c. detecting temperature changes
 - d. enhancing water pressure
- 2 Smart transportation uses.....
 - a. diesel cars
 - b. electric vehicles
 - c. gas cars
 - d. none of them
- 3 Digital transformation primarily aims to.....
 - a. enhance workflow
 - b. reduce efficiency
 - c. increase costs
 - d. limit innovation
- 4 The primary purpose of cloud storage services is.....
 - a. storing files online
 - b. printing documents
 - c. streaming videos
 - d. browsing the web
- 5 Which of the following devices typically uses an embedded operating system?
 - a. ATM
 - b. Desktop computer
 - c. Smartphone
 - d. Smart TV

2 Put (✓) or (X):

- 1 Geothermal energy relies on the Earth's internal heat to produce electricity. ()
- 2 INSTAPAY is an app for electronic payments licensed by the Central Bank of Egypt. ()

- 3 Microsoft Access is not suitable for managing large amounts of complex data. ()
- 4 Cloud computing services can be accessed from anywhere with an internet connection. ()
- 5 The "Digital Egypt" platform offers only social media services. ()

3 Complete the following sentences using the words between the brackets:

(Big Data – green building – Cloud computing – Hydropower – operating system)

- 1refers to very large and complex data sets that grow significantly over time.
- 2 The design and construction of buildings using eco-friendly energy-efficient materials is called
- 3 provides digital services over the Internet.
- 4generates electricity by using water movement through dams.
- 5 An is essential for managing hardware and software components in electronic devices.

Model Exam
12

1 Choose the correct answer:

- 1 What is the primary goal of green technology?
 - a. Increase pollution
 - b. Enhance environmental sustainability
 - c. Maximize resource waste
 - d. Increase reliance on fossil fuels
- 2 The "INSTAPAY" application is used for
 - a. video conferencing
 - b. electronic payments
 - c. document printing
 - d. online shopping

- 3 Which of the following is an example of digital transformation?
- a. Using paper records
 - b. Manual labor
 - c. Cloud computing
 - d. Fossil fuel consumption
- 4 How does digital transformation impact decision-making?
- a. Decreases access to data
 - b. Increases errors
 - c. Enhances decision-making by providing timely data ☑
 - d. Limits analysis options
- 5 Which of the following tools is related to workflow management?
- a. Email
 - b. Cloud storage
 - c. Cybersecurity
 - d. Digital Egypt platform

2 Put (✓) or (X):

- 1 Digital transformation increases the complexity of data management. ()
- 2 Green technology aims to reduce resource consumption. ()
- 3 Electronic payment cards are unreliable and slow. ()
- 4 Precision farming does not involve any digital technology. ()
- 5 Renewable energy is a key component of green technology. ()

3 Complete the following sentences using the words between the brackets:

{Cloud computing - Digital transformation - Sustainability - Renewable energy - Electronic payments}

- 1 allows data storage and services over the Internet.
- 2 enhances efficiency and innovation in businesses.
- 3 focuses on reducing resource waste and environmental impact.
- 4 is central to green technology initiatives.
- 5 are fast, secure, and convenient methods of transaction.

Model Exam

13

1 Choose the correct answer:

- 1 Which program is more suitable for creating and managing complex databases?
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Microsoft Access
 - d. Notepad
- 2 The term "Big Data" refers to
 - a. small, simple data sets
 - b. structured data only
 - c. very large and complex data sets
 - d. paper records
- 3 The "Google Meet" application is an example of
 - a. document printing
 - b. face-to-face communication
 - c. energy consumption
 - d. raw material procurement
- 4 What is required to access the "Digital Egypt" platform?
 - a. Postal address
 - b. Email address
 - c. Telephone number
 - d. Bank account
- 5 Smart TVs typically run on operating systems like
 - a. Windows and Linux
 - b. Android TV and Tizen
 - c. macOS and iOS
 - d. Unix and DOS

2 Put (✓) or (X):

- 1 Digital transformation increases the complexity of data management. ()
- 2 The Datasheet View in Access is used for entering and viewing table data. ()
- 3 Wearable devices like smartwatches do not require an operating system. ()

- 4 The startup screen of an operating system is the same across all versions. ()
- 5 Operating systems automatically detect and install drivers for new devices. ()

3 Complete the following sentences using the words between the brackets:

{Cloud storage service - Digital transformation - Smart TVs - Google Meet - Complex databases}

- 1 is used for storing files and folders over the internet.
- 2 involves integrating digital technology into all aspects of business.
- 3 operate on systems like Android TV and Tizen.
- 4 is a video conferencing service developed by Google.
- 5 can be efficiently managed using Microsoft Access.

Model Exam

14

1 Choose the correct answer:

- 1 In a database, the Criteria row in a query is used to.....
- a. sort data alphabetically
- b. set specific conditions for the query
- c. create new tables
- d. format text
- 2 To create a form in Microsoft Access, you need to.....
- a. open Excel
- b. select a table in the Navigation Pane
- c. install new software
- d. write a report

- 3 During a Google Meet session, the "Stop Sharing" option is used to....
- mute the microphone
 - end screen sharing
 - leave the meeting
 - start a new meeting
- 4 Which of the following is a primary use of a spreadsheet?
- Sending emails
 - Browsing the web
 - Organizing data in rows and columns
 - Printing documents
- 5 The Design View in Microsoft Access is primarily used for.....
- creating and modifying table structures
 - viewing table data
 - sorting records
 - generating reports

2 Put (✓) or (✗):

- Forms in Microsoft Access can only be used to view data, not to modify it. ()
- The "Criteria row" in a query allows you to set specific conditions for filtering data in a database. ()
- In Google Meet, the "Raise Hand" feature is used to end the meeting. ()
- A spreadsheet consists of rows and columns where data can be organized and analyzed. ()
- The Design View in Access is used to directly enter data into the table. ()

3 Complete the following sentences using the words between the brackets:

(Forms – Stop sharing – Primary key – spreadsheet – Query Design)

- in a database provide a user-friendly interface for data entry and modification.

- 2option in Google Meet is used to end screen sharing during a meeting.
- 3 The ensures that each record in a database table is uniquely identified.
- 4 A organizes data into rows and columns for easy analysis.
- 5 in Access allows you to specify criteria for retrieving specific data from a database.

Model Exam

15

1 Choose the correct answer:

- 1 Which of these is a common characteristic shared by green technology and digital transformation?
a. Enhancing resource efficiency b. Increasing resource waste
c. Slowing down innovation d. Raising the costs of services
- 2 Smart buildings integrate green technology with.....
a. outdated technology b. traditional infrastructure
c. digital transformation d. fossil fuels
- 3 Email is primarily used to.....
a. store files b. send and receive messages
c. play games d. browse websites
- 4 The operating system desktop screen includes.....
a. icons and bars b. videos and games
c. only text d. website links
- 5 Precision farming integrates.....
a. manual labor b. digital transformation
c. fossil fuels d. paper documents

2 Put (✓) or (X):

- 1 Smart TVs operate on operating systems like Android TV and Tizen. ()
- 2 Digital transformation tools do not include electronic payment methods. ()
- 3 Green technology does not focus on reducing environmental impact. ()
- 4 Collaboration tools like Zoom and Google Meet are used for face-to-face communication. ()
- 5 Water treatment in green technology includes purifying contaminated water for reuse. ()

3 Complete the following sentences using the words between the brackets:

(Control Panel – Solar energy – Email – Cloud computing – Workflow management tools)

- 1 is used to uninstall programs or install new devices on a computer.
- 2 uses solar panels to generate electricity.
- 3 is a digital communication system used to send and receive messages.
- 4 reduces the need for high-specification hardware by providing digital services over the Internet.
- 5 enhance the efficiency of repetitive tasks in digital transformation.

Model Exam 1

1 1 c 2 b 3 c 4 d 5 b

2 1 ✓ 2 x 3 x 4 ✓ 5 x

- 3
- 1 email address
 - 2 Workflow management
 - 3 Renewable energy
 - 4 Sustainability
 - 5 operating System

Model Exam 2

1 1 a 2 b 3 b 4 b 5 a

2 1 x 2 ✓ 3 ✓ 4 x 5 x

- 3
- 1 drivers
 - 2 storage space
 - 3 Uninstalling
 - 4 Control Panel
 - 5 SETUP.EXE.

Model Exam 3

1 1 a 2 d 3 a 4 a 5 a

2 1 ✓ 2 x 3 x 4 ✓ 5 ✓

- 3
- 1 Green technology
 - 2 Coal
 - 3 Control Panel
 - 4 internet
 - 5 Primary Key

Model Exam 4

1 1 b 2 b 3 a 4 b 5 b

2 1 x 2 x 3 x 4 ✓ 5 ✓

- 3
- 1 Cloud computing
 - 2 Control Panel
 - 3 LPT1
 - 4 Google Docs
 - 5 Uninstalling

Model Exam 5

1 1 b 2 c 3 c 4 b 5 c

2 1 ✓ 2 x 3 ✓ 4 x 5 ✓

- 3
- 1 Digital Egypt
 - 2 Green technology
 - 3 Efficiency
 - 4 Electronic payment
 - 5 Cybersecurity

Model Exam 6

1 1 a 2 b 3 b 4 c 5 b

2 1 ✓ 2 ✓ 3 x 4 ✓ 5 x

- 3
- 1 Geothermal energy
 - 2 Google Meet
 - 3 Spreadsheet
 - 4 Uninstalling
 - 5 E-learning platforms

Model Exam 7

1 1 b 2 b 3 c 4 b 5 b

2 1 x 2 ✓ 3 x 4 ✓ 5 x

- 3
- 1 Innovation
 - 2 Google Meet
 - 3 Renewable energy
 - 4 Government efficiency
 - 5 Digital transformation

Model Exam 8

1 1 b 2 b 3 c 4 b 5 c

2 1 ✓ 2 ✓ 3 x 4 ✓ 5 x

- 3
- 1 Primary Key
 - 2 spreadsheet
 - 3 Big Data
 - 4 Table Design
 - 5 Access

Model Exam 9

1 1 b 2 b 3 c 4 b 5 d

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

- 3 1 Table Design 2 Smart buildings
3 Primary Key
4 Advanced algorithms
5 Big data

Model Exam 10

1 1 c 2 a 3 c 4 a 5 c

2 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓

- 3 1 Google Play Store
2 Primary key 3 Query Design
4 Cloud storage
5 Datasheet View

Model Exam 11

1 1 a 2 b 3 a 4 a 5 a

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗

- 3 1 Big Data 2 green Building
3 Cloud computing
4 Hydropower 5 operating System

Model Exam 12

1 1 b 2 b 3 c 4 c 5 d

2 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

- 3 1 Cloud computing
2 Digital transformation
3 Sustainability
4 Renewable energy
5 Electronic payments

Model Exam 13

1 1 c 2 c 3 b 4 b 5 b

2 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

- 3 1 Cloud storage service
2 Digital transformation
3 Smart TVs
4 Google Meet
5 Complex databases

Model Exam 14

1 1 b 2 b 3 b 4 c 5 a

2 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗

- 3 1 Forms
2 Stop sharing
3 Primary key
4 Spreadsheet
5 Query Design

Model Exam 15

1 1 a 2 c 3 b 4 a 5 b

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

- 3 1 Control Panel
2 Solar energy
3 Email
4 Cloud computing
5 Workflow management tools

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

